

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Graduate Legal Assistant

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to choose from among the provided answers.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question.

In responding to each statement, **you are allowed to use experience in Law School, from internships, or any relevant paid or unpaid work you have done to answer all of the following questions.**

PLEASE NOTE: This examination is designed to gain an overall assessment of your education and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Graduate Legal Assistant

1. Performing legal research utilizing appropriate legal research tools (e.g. Westlaw, LexisNexis, secondary sources) to answer questions regarding cases or the law.
2. Evaluating cases or fact patterns to identify and analyze relevant legal issues and facts.
3. Analyzing facts and issues to recommend a position on a legal issue.
4. Orally discussing the relevant facts and reasoning of a legal issue with, and/or seeking guidance and feedback from, appropriate parties (e.g., professors, supervisors, clients).

5. Using legal software (e.g., Westlaw, LexisNexis, CaseMap) and/or Microsoft Office (e.g., Word, Excel) to review, organize, and/or synthesize large volumes of information.
6. Researching background information (e.g., medical, scientific, financial, economic, or historical) that contributes to an analysis of a case or fact pattern.
7. Drafting correspondence and/or legal documents to address issues regarding cases or other legal questions.
8. Preparing written outlines to ensure complete, accurate, and effective oral presentations.